



Standard Questionnaire and Financial Statement

All correspondence and inquiries pertaining to Prequalification of Bidders should be directed to:

Pre-Contract Administration
Department of Transportation
PO BOX 47360
Olympia, WA 98504-7360

360-705-7837
Fax 360-705-6966
email: walkeke@wsdot.wa.gov

NOTE: Before executing this form, read all information and instruction pages carefully.
This questionnaire is not for MBE/DBE or WBE Certification.

Please type all information

Name of Applicant or Firm (As registered with Washington State Department of Licensing)				
Street Address		City	State	Zip Code
PO Box		City	State	Zip Code
Telephone	Fax		Date Submitted	
The above Applicant or Firm is:				
A Parent Firm of:				
A Subsidiary - Division of:				

Standard Questionnaire

Preparation of Standard Questionnaire

All answers and other entries must be specific, complete in detail, and typewritten or legibly printed. Pencil is not acceptable. If this requirement is not met your questionnaire may be returned.

A corporation, co-partnership, or joint venture must furnish all information requested in the appropriate form at the top of page 7. The execution of the affidavit on page 8 must be complete.

The Standard Questionnaire furnishes information for establishing prequalification. It must be properly filled out, executed, and received in the Pre-Contract Administration Branch not less than 15 days prior to the scheduled bid opening to receive consideration for issuance of a bidding proposal for that bid opening.

No fee is required in order to prequalify to bid on state highway projects. Full compliance with these instructions will avoid delay in effecting prequalification and the delivery of the bidding proposal forms to contractors properly prequalified.

Schedules and attachments may be furnished to supplement the Questionnaire, however, it is essential that the standard form be completed in full.

Prequalification may be established in any calendar quarter and is renewable annually based on your fiscal year end.

The information contained in the Standard Questionnaire will be used to establish the class ratings of the applicant for the next year or remaining portion thereof and one additional calendar quarter. Contractor prequalification is an annual process that is to be renewed each year in the same quarter unless there is a change in fiscal year end. Financial statements which are one year or older are not acceptable for use in the prequalification process.

Standard Questionnaire

NOTE: This questionnaire is not for MBE/DBE or WBE Certification.

1. How many years has your organization been in business as a general contractor under your present business name? _____						
2. How many years experience as a: (a) Prime Contractor _____ (b) Subcontractor _____						
3. List the construction projects your organization has underway on this date and classes of work performed by your firm.						
	Contract Amount \$	* Class of Work	Scheduled Compl. Date	Prime or Sub	Title / Contract No.	Contracting Agency and Mailing Address, Name and Phone of Owner / Agency Rep.
3a.						
3b.						
3c.						
3d.						

4. List projects your organization has completed in the past three (3) years as described on the attached Class of Work Sheet.
Note: Projects below have to be completed and non-joint ventured in order to be consideration for prequalification.

	Total Contract Amount \$	* Class of Work	Date Completed	Prime/ **Sub	Title / Contract No.	Agency or Company Name, Contact Person Mailing Address, Phone, Fax and Email
4a.						
4b.						
4c.						
4d.						
4e.						
4f.						
4g.						
4h.						
4i.						
4j.						

*Attach additional sheet(s) if more space is needed. *Per attached work class sheets. **List Prime for Contact information.*

5. Has your organization ever failed to complete any work awarded to you?

☐ Yes ☐ No

If "Yes", state where and reasons why:

6. MBE / DBE / WBE Status (Minority Business / Disadvantaged Business / Women Business - Enterprises)

☐ MBE ☐ DBE ☐ WBE

7. What is the construction experience of the principal full-time individuals of your organization including superintendents and foremen?

Individual's Name	Present Position or Office	Years of Construction Experience	Largest Contract Dollar Value and Class(es) of Work	Position Held

8. List equipment that is available for anticipated work. (Indicate in col. 3: O - Own, R - Rent*, L - Lease)

Quantity	Item (Description, Size, Capacity. etc.)	Ownership	Years of Service	Present Location

* If rental equipment is used, please have your rental agent(s) submit a letter of guarantee of availability for your firm (Individual listing by pieces of equipment is not necessary. Grouping by types of equipment by volume of special work capabilities is sufficient).

9. In which of the following classes of work do you feel your firm has the equipment and experienced personnel to qualify for the classification? (Indicated in parenthesis below each classification is suggested equipment for applicants.) Indicate those classes for which you feel your firm qualifies by marking (X) the appropriate box. Identify **specifically** in the column on the right the completed project(s) as shown on Page 3 which are examples of the class of work you are requesting prequalification (i.e., 4a). ****Note: Work has to be self performed to be considered.****

Class Number	Class Description	Project Example (From Page 3)
1	<input type="checkbox"/> Clearing, Grubbing, Grading, and Drainage (Scrapers or trucks, graders, compaction equipment, dozers, backhoes, frontloaders.)	
2	<input type="checkbox"/> Production and placing of crushed materials (Crushing plant, haul vehicles, motor patrol, compaction equipment)	
3	<input type="checkbox"/> Bituminous Surface Treatment (Distributor, chip, spreader, rollers, trucks, graders, compaction equipment, dozers, backhoes, frontloaders.	
4	<input type="checkbox"/> Asphalt Concrete Paving (Asphalt plant, asphalt pavers, rollers, trucks)	
5	<input type="checkbox"/> Cement Concrete Paving. (Slipform paving machines, concrete plant, trucks)	
6	<input type="checkbox"/> Bridges and Structures (Cranes, general building tools)	
7	<input type="checkbox"/> Buildings (General building tools)	
8	<input type="checkbox"/> Painting - Structural (Painting equipment, scaffolds, ladders etc.)	
9	<input type="checkbox"/> Traffic Signals (Ladder trucks, electrician tools)	

List other applicable classes by title and number as shown in the Prequalification Work Classes Listing Pages C1 and C2.

Preparation of Financial Statement

For a firm showing a net worth in excess of \$100,000, the applicant must provide, with the questionnaire, a copy of its financial statement as ***audited or reviewed*** for its last fiscal year, prepared in accordance with the standards of the American Institute of Certified Public Accountants. The statement must be prepared by an independent certified public accountant registered and licensed under the laws of any state. Balance sheets, income statements, a statement of retained earnings, supporting schedules and notes, and the opinion of the independent auditor must accompany the financial statement. A compiled Financial Statement is not acceptable. Firms that do not have an individual financial must provide a Parent Firm Pledge of Networth form.

Example	Date of Financial Statement	Expiration Date of Prequalification
1st Quarter	January 1 to March 31	June 30 Following Year
2nd Quarter	April 1 to June 30	September 30 Following Year
3rd Quarter	July 1 to September 30	December 31 Following Year
4th Quarter	October 1 to December 31	March 31 Following Year

Additional information may be furnished for our consideration at any time. However, if there is a decrease in your financial position or significant changes within the structure of your organization, you must file a new Standard Questionnaire and Financial Statement.

Financial Statement			
1. End of Applicant's Fiscal Year		2. Date of Year-End Financial Statement	
Month _____	Day _____	Month _____	Day _____ Year _____
Total Tangible Assets _____		Total Liabilities _____	Net Worth _____
3. Additional Financial Resource(s) (i.e., Bank Line of Credit, Parent Firm Guarantee, Personal Pledge of Net Worth, etc.) Any additional financial resources shall have a notarized letter to document the Pledge/Guarantee. The required information within the letter must have the dollar amount, purpose of Pledge/Guarantee, and a termination date for the Pledge/Guarantee. If additional financial resources are used within your Financial Statement above, indicate in the "Yes" column below. A Parent Firm form is available upon request.			
Source	Dollar Amount	Termination Date	Additional Resources
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Statement of Financial Ability			
The firm certifies that its net worth has not substantially changed from that sum shown above in the Financial Statement. The prequalified firm is able to post the deposit (cash, certified check, security bond) (5% of the amount of the bid) required by RCW 47.28.090 and secure the performance bond (full contract amount) as required by RCW 39.08 for any project for which it has submitted a bid and is the successful low bidder.			
The firm's largest bonded, successfully completed project was:			
The firm's bond for that project was:		Date that project was completed:	
Name of Firm (As registered with the Washington State Dept. of Licensing or Secretary of State)			
By (Authorized Signature):		Title	
Business Account Information (List the following business account numbers for your organization)			
Unified Business identifier Number (UBI)	UBI Expiration Date	Federal Employees (IRS) ID Number	

Type of Organization		
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Co-Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Corporation		
Corporation		Co-Partnership or Joint Venture
Date Incorporated (Month/Year)	In What State?	Date of Organization
President's Name		Status <input type="checkbox"/> General <input type="checkbox"/> Limited <input type="checkbox"/> Assoc.
Vice President's Name		Is there any limitation on duration of Co-Partnership or Joint Venture? <input type="checkbox"/> Yes <input type="checkbox"/> No
Secretary's Name		If "Yes", Explain:
Treasurer's Name		
If Out-of-State Corporation, have you complied with Washington's Corporation Laws? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Other Organization Affiliation: List those persons within your organization that have a business affiliation in any other organization involved in construction-oriented projects as contractor, subcontractor, supplier, or consultant.		
Name of Individual	Name and Location of Other Organization	
Non-Collusion		
In order for your application for Prequalification to be considered, it is necessary to furnish the following information:		
1. Has your firm ever been indicted, pled guilty, pled nolo contendere (no contest), or been convicted of any offense that has resulted in your firm being barred from being or performing work for any State, Local, or Federal Government? If "Yes", attach a separate sheet(s) to this form giving the details involved, the names of the individuals, and their current employment status with your firm. <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Has any officer, employee, or other member of your firm ever been indicted, pled guilty, pled nolo contendere, or been convicted of any illegal restraints of trade, including collusive bidding? If "Yes", attach a separate sheet(s) to this form giving the details involved. <input type="checkbox"/> Yes <input type="checkbox"/> No		
3. Has your firm or any officer, employee, or member of your firm ever been debarred for violation of various Public Constraint Acts incorporating Labor Standards Provision? If "Yes", attach a separate sheet(s) to this form giving the details involved. <input type="checkbox"/> Yes <input type="checkbox"/> No		
4. Is your firm under the protection of the bankruptcy court, has pending any petition in bankruptcy court, or have you made an assignment for the benefit of creditors? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Authorized Signatures		
List the names and titles of those individuals in your organization who are authorized to execute proposals, contracts, bonds, and other documents and/or instruments on behalf of the organization. Specify if more than one signature is required.		
Name	Title	Signature

Execution of the Affidavit

Sole Proprietorship	Signature of the individual in the firm name under which business is conducted.
Co-Partnership	The signature of all partners, general and limited under the firm name, or the signature of their Attorney in Fact.
Corporation	The signature of the authorized officer(s) of the corporation with corporate seal affixed.
Joint Venture	Signatures of an authorized representative of each party to the joint venture. Corporate members of a joint venture shall also affix their corporate seal. (See page ii)

Affidavit

The undersigned, being duly sworn, deposes and says that the foregoing is a true statement of facts concerning the sole proprietorship, corporation, co-partnership or joint venture herein named, as of the date indicated; that the Financial Statement taken from the books of said firm as individual is a true and accurate statement of the financial condition of said firm or individuals as of the date thereof; that the answers to the foregoing interrogatories are true; that this statement is for the express purpose of inducing the Washington State Transportation Commission to award the said firm or individual a contract; and that any depository, vendor, or other agency herein named is hereby authorized to supply the Washington State Transportation Commission or its agent with any information to verify this statement.

Name of Firm (As registered with Washington State Department of Licensing or Secretary of State):

Authorized Signature _____	Authorized Signature _____
Authorized Signature _____	Authorized Signature _____

Subscribed and sworn to me this _____ day of _____, _____

Notary Public in and for the State of _____

residing at _____

Corporate Seal

Notary Seal

Statement Prepared By _____ Title _____ Date _____

Prequalification Work Classes

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> <i>Class 1</i> | Clearing, Grubbing, Grading and Draining
Removal of tree stumps, shrubs, modification of the ground surface by cuts and fills, excavating of earth materials, and the placement of draining structures. | <input type="checkbox"/> <i>Class 16</i> | Illumination and General Electric
Highway illumination, navigational lighting, wiring, junction boxes, conduit installation. |
| <input type="checkbox"/> <i>Class 2</i> | Production and Placing of Crushed Materials
Production and placing crushed surfacing materials and gravel. | <input type="checkbox"/> <i>Class 17</i> | Cement Concrete Curb and Gutter
Sidewalks, spillways, driveways, monument cases and covers, right-of-way markers, traffic curbs, and gutters. |
| <input type="checkbox"/> <i>Class 3</i> | Bituminous Surface Treatment
Placing of crushed materials with asphaltic application. | <input type="checkbox"/> <i>Class 18</i> | Asphalt Concrete Curb and Gutter
Sidewalks, spillways, driveways, monument cases and covers, right-of-way markers, traffic curbs, and gutters. |
| <input type="checkbox"/> <i>Class 4</i> | Asphalt Concrete Paving
Production and placing Asphalt Concrete Plant Mix Pavement. | <input type="checkbox"/> <i>Class 19</i> | Riprap and Rock Walls
Mortar, rubble, and masonry walls; rock retaining walls, and placing of large broken stone on earth surfaces for protection against the action of water. |
| <input type="checkbox"/> <i>Class 5</i> | Cement Concrete Paving
Production and placing cement concrete pavement. | <input type="checkbox"/> <i>Class 20</i> | Concrete Structures Except Bridges
Cast-in place median barrier, prestressing, post-tensioned structures, footings, prefabricated panels and walls, retaining walls, and ramps, foundations, and concrete slope protection. |
| <input type="checkbox"/> <i>Class 6</i> | Bridges and Structures
Construction of bridges, walls, and other major structures of timber, steel, and concrete. | <input type="checkbox"/> <i>Class 21</i> | Tunnels and Shaft Excavation
Tunnel excavation, rock tunneling, and soft bore tunneling. |
| <input type="checkbox"/> <i>Class 7</i> | Buildings
Construction of buildings and related structures within the right-of-way and major reconstruction and remodeling of such buildings. | <input type="checkbox"/> <i>Class 22</i> | Piledriving
Driving concrete, steel, and timber piles. |
| <input type="checkbox"/> <i>Class 8</i> | Painting
Painting bridges, buildings, and related structures. | <input type="checkbox"/> <i>Class 23</i> | Concrete Surface Treatment
Exposed aggregate, fractured-in and rope textured finishes; waterproofing concrete surfaces (clear or pigmented sealer). |
| <input type="checkbox"/> <i>Class 9</i> | Traffic Signals
Installation of traffic signal and control systems. | <input type="checkbox"/> <i>Class 24</i> | Fencing
Wire and metal fencing, glare screens. |
| <input type="checkbox"/> <i>Class 10</i> | Structural Tile Cleaning
Cleaning tunnels, large buildings and structures and storage tanks. | <input type="checkbox"/> <i>Class 25</i> | Bridge Deck Repair
Bridge expansion joint repair and modification, bridge deck resurfacing and repair. |
| <input type="checkbox"/> <i>Class 11</i> | Guardrail
Construction of a rail secured to uprights and erected as a barrier between, or beside lanes of a highway. | <input type="checkbox"/> <i>Class 26</i> | Deck Seal
Waterproof membrane. |
| <input type="checkbox"/> <i>Class 12</i> | Pavement Marking (Excluding Painting)
Thermoplastic markings, stripes, bars, symbols, etc. Traffic buttons, lane markers, guide posts. | <input type="checkbox"/> <i>Class 27</i> | Signing
Sign structures and signs. |
| <input type="checkbox"/> <i>Class 13</i> | Demolition
Removal of timber, steel, and concrete structures and obstructions. | <input type="checkbox"/> <i>Class 28</i> | Not used |
| <input type="checkbox"/> <i>Class 14</i> | Drilling and Blasting
Controlled blasting of rock and obstructions by means of explosives. | <input type="checkbox"/> <i>Class 29</i> | Slurry Diaphragm and Cut-Off Walls
Slurry excavation and the construction of structural concrete walls and slurry cut-off walls. |
| <input type="checkbox"/> <i>Class 15</i> | Sewers and Water Mains
Draining, pipe jacking, water systems, pumping stations, storm drainage systems, sewer rehabilitation, sewage pumping stations, pressurized lines. | <input type="checkbox"/> <i>Class 30</i> | Surveying
Highway construction surveying. |
| | | <input type="checkbox"/> <i>Class 31</i> | Water Distribution and Irrigation
Irrigation systems and heavy duty water distribution. |

- ☐ **Class 32 Landscaping**
Landscaping irrigation, planting, sodding, seeding, fertilizing, mulching, herbicide application, insecticide application, weed control, mowing, liming, soil binder, topsoil.
- ☐ **Class 33 Engineering**
Work other than surveying, including engineering calculations, drawing and other related work for highway construction.
- ☐ **Class 34 Erosion Control**
Seeding, fertilizing, mulching, slope protection, topsoil application, hydroseeding, soil stabilization, soil sampling.
- ☐ **Class 35 Precast Median Barrier**
A concrete barrier that is cast and cured in other than its final position used to divide the median of two adjacent highways or temporarily placed to divert traffic in construction zones.
- ☐ **Class 36 Permanent Tie-Back Anchor**
Installation of permanent rock and soil anchors, soldier piles and timber lagging. Soldier pile tie-back anchor wall construction.
- ☐ **Class 37 Impact Attenuators**
Installation of approved protective systems filled with sand, water, foam, or other substances which prevent errant vehicles from impacting roadside hazards.
- ☐ **Class 38 Paint Striping**
Painting bars, letters, symbols, and striping.
- ☐ **Class 39 Wire Mesh Slope Protection**
The installation of a zinc-coated steel wire mesh anchored by wire rope and reinforced concrete posts or anchor rods. Used for dampening the effects of rolling rocks onto the highway. Slope scaling, horizontal drains, rock dowels, and rock bolts for slope stabilization.
- ☐ **Class 40 Gabion and Gabion Construction**
Construction of walls made with containers of galvanized steel hexagonal wire mesh and filled with stone.
- ☐ **Class 41 Intelligent Transportation Systems (ITS)**
Traffic Sensors Systems, Highway Advisory Radios, Environmental Sensing Stations, Variable Message Signs, Non-Fiber Optic Based Closed Circuit Television and Video Systems.
- ☐ **Class 42 Electronics-Fiber Optic Based Communications Systems**
Design and installation of fiber optic based communication systems.
- ☐ **Class 43 Mechanical**
Plumbing work and the installation of heating or air conditioning units.
- ☐ **Class 44 Asbestos Abatements**
Asbestos Abatement (L & I Certified Workers).
- ☐ **Class 45 Hazardous Waste Removal**
The containment, cleanup, and disposal of toxic materials. Companies seeking this classification shall have full-time personnel with current hazardous waste training (certification).
- ☐ **Class 46 Concrete Restoration**
Pavement subseal, cement concrete repair, epoxy coatings, epoxy repair, masonry repair, masonry cleaning, special coatings, epoxy injection, gunite, shotcrete grouting, pavement jacking, gunite repair, and pressure grouting.
- ☐ **Class 47 Concrete Sawing, Coring, and Grooving**
Concrete sawing, concrete planning and grooving, bump grinding, joint repair, concrete coring, rumble strip.
- ☐ **Class 48 Dredging**
Excavating underwater materials.
- ☐ **Class 49 Marine Work**
Underwater surveillance, testing, repair, subaquatic construction, anchors, and cable replacement, floating concrete pontoon repairs and modifications, disassembly and assembly of floating concrete pontoons.
- ☐ **Class 50 Ground Modification**
Pressure Grouting, blast densification, stone column, jet grouting, compaction, dynamic compaction, soil mixing, gravel drain.
- ☐ **Class 51 Well Drilling**
Drilling wells, installing pipe casing and pumping stations.
- ☐ **Class 52 Sewage Disposal**
Hauling and disposing liquid and solid wastes.
- ☐ **Class 53 Traffic Control**
Providing piloted traffic control, traffic control labor, and maintenance and protection of traffic.
- ☐ **Class 54 Railroad Construction**
Construction of railroad subgrade, placing of ballast, ties, and track and other items related to railroad work.
- ☐ **Class 55 Steel Fabrication**
Welding of steel members, heat straightening steel.
- ☐ **Class 56 Street Cleaning**
Street sweeping with self-propelled sweeping equipment.
- ☐ **Class 57 Materials Transporting**
Truck hauling.
- ☐ **Class 58 Sand Blasting and Steam Cleaning**
Steam cleaning, sand blasting, shot blasting, and water blasting.